

eZ-Audit R 2.0 Test Conditions 02032004 v1.xls

Condition ID	Requirement #	Event Description	Test Condition Description
INS-HP01	R20247	Left navigation link	The user has the ability to access the "Create Waiver Exemption Request Submission" page. A link will be provided in the left navigation containing the name of the page on the Institution Home page. When the link is selected the desired page will be returned.
INC01	R20198	Incomplete Letter Report/All users	The user has the ability to access the "Home" page of the eZ-Audit system after they have previously made a submission that was deemed incomplete. The status of the previous submission will be displayed in the Notification section of the "Home" page. The user will be notified that there previous submission has been determined to be incomplete. Along with the notification of the status of the submission the system will display to the user that a "Incomplete Letter Report" has been posted for their Institution.
INC02	R20197	Incomplete Letter Report/All users	The user will have the ability to view the Notifications section of the "Home" page. When a previous incomplete submission from the user's institution has been made, the system will provide a notification that states that an incomplete letter report has been posted for that institution. In this notification a link, "Incomplete Letter Report", will be provided to the user. Once selected, the system will return a read-only view of the incomplete letter.
INC03	R20209	Resubmission/All users and submission types	The user will have the ability to resubmit a previous submission that was deemed incomplete by the eZ-Audit system. The resubmission option is available for all users and for all submission types.
INC04	R20209	Resubmission/All users and annual submissions	The user will have the ability to resubmit an annual submission via a "Resubmit your FYE [MM/DD/YYYY] Submission" link provided in the left navigation of the "Home" page of the eZ-Audit system. This link will be in place of the "Create..." link option that is apart of the original configuration of the "Home" page.
INC05	R20209	Resubmission/All users and annual submissions	The user has the ability to select the "Resubmit your..." link provided in the left navigation of the "Home" page. Once the link has been selected, the system will repopulate the annual submission with the data that was originally submitted.
INC06	R20209	Resubmission/All users and non-annual submissions	The user will have the ability to resubmit an incomplete non-annual submission(stub, closeout, reinstatement, merger/CIO, initial). This capability will be provided via a "Resubmit.....Submission" link located in the left navigation of the "Home" page of the eZ-Audit system. This link will be provided along with the "Create..." link options for the non-annual submission types.
INC07	R20209	Resubmission/All users and non-annual submissions	The user has the ability to select the "Resubmit...." link provided in the left navigation of the "Home" page. Once the link has been selected, the system will repopulate the non-annual submission with the data that was originally submitted.

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INC11	R20193	Case User/ Search	Submissions that are incomplete can be retrieved using the "Search" functionality
INC12	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will be view-only
INC13	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will NOT be assignable
INC14	R20195	Search Results Page Display/Search	On the Search Results screen, Incomplete Submissions will be marked with an "Incomplete" Status in the Submission Status column
INC15	R20195	Submission Summary Page Display/System Functionality	On the Submission Summary Page, the Submission Status field at the top of the page will read "INCOMPLETE"

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INS001	R20212	Contact info captured/Financial Statement	The user has the ability to access the Completeness Checklist page. The user will be able to enter a contact name and email address that will be stored into the eZ-Audit system. This information will be used if the submitted Financial Statement receives an incomplete status.
INS002	R20212	Contact info captured/Financial Statement	The system will capture contact information for the Financial Statements on the Completeness Checklist for all types of users, non-profit, public, and proprietary.
INS003	R20213	Contact info captured/Compliance Audit	The user has the ability to access the Completeness Checklist page. The user will be able to enter a contact name and email address that will be stored into the eZ-Audit system. This information will be used if the submitted Compliance Audit receives an incomplete status.
INS004	R20213	Contact info captured/Compliance Audit	The system will capture contact information for the Compliance Audit on the Completeness Checklist for all types of users, non-profit, public, and proprietary.
INS005	R20214	Contact info captured/required entry	The system will require the user to enter values for both the Financial Statements and the Compliance Audit contact information contained on the Completeness Checklist page.
INS006	R20215	Income Statement/Proprietary	A Proprietary user will have the ability to access an Income Statement page. This page will provide questions to the user that the user will have to complete.
INS007	R20215	Income Statement/Proprietary	A Proprietary user will have the ability to enter data onto an Income Statement page. The system will provide a required field that will ask for a "Distribution to Shareholders" amount. Once the user enters data for the page a Retained Earnings End of Year calculation is made.
INS008	R20215	Income Statement/Proprietary	The system calculates the Retained Earnings End of Year amount from the Income Statement when a Proprietary user has entered the required information. This calculation is performed by the following formula: Net Income + Gain (Loss) from Correction of Error, net of tax + Retained Earnings, Beginning of year - Distribution to Shareholders.
INS009	R20216	Link to Institutional Profile page	A user of any type will have the ability to link to the Institutional Profile page from the name of the school listed in the page header of all the major submission pages: financial statement; compliance audit; checklist; upload; submit. Once the link is selected, the system will return the Institution Profile page that is associated with that institution name.
INS010	R20217 R20218	Completeness Checklist Provided	The user will have the ability to access a Checklist page that will guide them in correctly completing the information required by the eZ-Audit system.
INS011	R20219	Financial Statement page/Proprietary	A Proprietary user will have the ability to access a Financial Statement page when completing an annual submission. This page will provide questions to the user that the user will have to complete.
INS012	R20220	Compliance Audit page/All school types	A user of any type will have the ability to access a Compliance Audit Information page titled "Compliance Audit Information."
INS013	R20221 R20222 R20223 R20224 R20225 R20226 R20227 R20228 R20230 R20614	Compliance Audit page/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Compliance Audit page. This page will present questions pertaining to compliance audit information that will require user input.
INS014	R20229	Compliance Audit flag	A Non-profit or Public school user will have the ability to access a Compliance Audit page and answer the following question: "For Internal Control Over Major Programs: a) Were material weakness(es) identified? b) Were reportable condition(s) identified that are not considered to be material weakness(es)?" The user will have the ability to answer yes or no to both parts of this question.
INS015	R20229	Compliance Audit flag	The user will have the ability to answer yes to both parts of the question presented in test condition INS14. With the user input of yes for either portion of the question, the system will flag the submission record for case team review.
INS016	R20231	Cash Flow elimination	A Non-profit user will not have the ability to link to a Cash Flow Statement when submitting a submission. A link to a Cash Flow Statement will not exist on the Financial Statement page for any submission type.
INS017	R20232 R20235 R20236 R20237 R20616	Checklist/Non-profit and Public	A Non-profit and public user will have the ability to access a Completeness Checklist page that will ensure that all user information has been provided to the system. This page will contain a list of items for the user to check if the information in the line item has been provided/completed.

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INS018	R20233 R20234	Checklist/Non-profit	A Non-profit user will have the ability to access a Completeness Checklist page that will ensure that all user information has been provided to the system. This page will contain a list of items for the user to check if the information in the line item has been provided/completed.
INS019	R20238 R20617	Financial Statement Info page/All school types	A user of any type will have the ability to access a Financial Statement page titled "Financial Statement Information."
INS020	R20239 R20240 R20618	Financial Statement Info page/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page. This page will present questions pertaining to financial statement information that will require user input.
INS021	R20241	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "Is going concern explanatory paragraph included in the audit report?" The user will have the ability to answer yes or no to this question.
INS022	R20241	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to the question presented in test condition INS21. With the user input of yes for the question, the system will flag the submission record for case team review.
INS023	R20242	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "For Internal Control Over Major Programs: a) Were material weakness(es) identified? b) Were reportable condition(s) identified that are not considered to be material weakness(es)?" The user will have the ability to answer yes or no to both parts of this question.
INS024	R20242	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to both parts of the question presented in test condition INS23. With the user input of yes for either portion of the question, the system will flag the submission record for case team review.
INS025	R20244	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "Do you have any of the following disclosures in your financial statement?" The user will have the ability to answer yes or no to all of the subitems associated with this question.
INS026	R20244	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to any part of the question presented in test condition INS25. With the user input of yes for any portion of the question, the system will flag the submission record for case team review.
INS027	R20245	Link to Statement of Financial Position/Non-profit	A Non-profit user will have the ability to access a Financial Statement page. From this page, the user will have the ability to link to a Statement of Financial Position page. Once this link "Statement of Financial Position" is selected, the system will return the Statement of Financial Position page and provide questions that require user input.
INS028	R20246	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "Were any instance(s) of noncompliance material to the financial statements noted?" The user will have the ability to answer yes or no to this question.
INS029	R20246	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to the question presented in test condition INS26. With the user input of yes for any portion of the question, the system will flag the submission record for case team review.
INS030	R20247	Home Page/All school types	A user of any type will have the ability to access the Institutional Home page. From this page, the user will be able to create a waiver exemption request submission. The user will have the ability to create this form of submission via a link provided in the left navigation of the page.
INS031	R20248	Statement of Activities Page Display/ All Users	The title of the Statement of Activities Page is "Statement of Activities Data"
INS032	R20249	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Government Appropriations"
INS033	R20249	Statement of Activities Page Display/ All Users	The "Government Appropriations" field will appear below the "Tuition & Fees" field and above the "Government Grants and Contracts" field
INS034	R20249	System Functionality/ Statement of Activities Computations	Data entered into the "Government Appropriations" field will be added to "Total Unrestricted Revenue"
INS035	R20250	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Government Grants and Contracts"
INS036	R20250	Statement of Activities Page Display/ All Users	The "Government Grants and Contracts" field will appear below the "Government Appropriations" field and above the "Private Gifts, Grants, and Contracts" field
INS037	R20250	System Functionality/ Statement of Activities Computations	Data entered into the "Government Grants and Contracts" field will be added to "Total Unrestricted Revenue"
INS038	R20251	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Private Gifts, Grants, and Contracts"
INS039	R20251	Statement of Activities Page Display/ All Users	The "Private Gifts, Grants, and Contracts" field will appear below the "Government Grants and Contracts" field and above the "Auxiliary Enterprises" field

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INS040	R20251	System Functionality/ Statement of Activities Computations	Data entered into the "Private Gifts, Grants, and Contracts" field will be added to "Total Unrestricted Revenue"
INS041	R20252	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Hospital Revenue"
INS042	R20252	Statement of Activities Page Display/ All Users	The "Hospital Revenue" field will appear below the "Investment Income" field and above the "Other Income" field
INS043	R20252	System Functionality/ Statement of Activities Computations	Data entered into the "Hospital Revenue" field will be added to "Total Unrestricted Revenue"
INS044	R20253	Statement of Activities Page Display/ All Users	The Statement of Activities page will NOT have a field titled "Depreciation and Amortization Expense"
INS045	R20253	System Functionality/ Statement of Activities Computations	"Depreciation and Amortization Expense" data will NOT be added to "Total Unrestricted Revenue"
INS046	R20254	Statement of Activities Page Display/ All Users	The Statement of Activities page will NOT have a field titled "Interest Expense"
INS047	R20254	System Functionality/ Statement of Activities Computations	"Interest Expense" data will NOT be added to "Total Unrestricted Revenue"
INS048	R20255	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Net Grant Aid to Students"
INS049	R20255	Statement of Activities Page Display/ All Users	The "Net Grant Aid to Students" field will appear below the "Auxiliary Enterprises Expense" field and above the "Hospital Services" field
INS050	R20255	System Functionality/ Statement of Activities Computations	Data entered into the "Net Grant Aid to Students" field will be added to "Total Unrestricted Expenses"
INS051	R20256	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Hospital Services"
INS052	R20256	Statement of Activities Page Display/ All Users	The "Hospital Services" field will appear below the "Net Grant Aid to Students" field and above the "Other Expenses" field
INS053	R20256	System Functionality/ Statement of Activities Computations	Data entered into the "Hospital Services" field will be added to "Total Unrestricted Expenses"
INS054	R20257	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Extraordinary Gain (Loss)"
INS055	R20257	Statement of Activities Page Display/ All Users	The "Extraordinary Gain (Loss)" field will appear below the "Gain (Loss) from Change in Accounting Principle" field and above the "Change in Unrestricted Net Assets" field
INS056	R20257	System Functionality/ Statement of Activities Computations	Data entered into the "Extraordinary Gain (Loss)" field will be added to "Change in Unrestricted Net Assets"
INS057	R20258	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Gain (Loss) on Discontinued Operations"
INS058	R20258	Statement of Activities Page Display/ All Users	The "Gain (Loss) on Discontinued Operations" field will appear below the "Total Unrestricted Expenses" field and above the "Gain (Loss) from Change in Accounting Principle" field
INS059	R20258	System Functionality/ Statement of Activities Computations	Data entered into the "Gain (Loss) on Discontinued Operations" field will be added to "Change in Unrestricted Net Assets"
INS060	R20259	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Gain (Loss) from Change in Accounting Principle"
INS061	R20259	Statement of Activities Page Display/ All Users	The "Gain (Loss) from Change in Accounting Principle" field will appear below the "Gain (Loss) on Discontinued Operations" field and above the "Extraordinary Gain (Loss)" field
INS062	R20259	System Functionality/ Statement of Activities Computations	Data entered into the "Gain (Loss) from Change in Accounting Principle" field will be added to "Change in Unrestricted Net Assets"
INS063	R20260	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Gain (Loss) from Correction of Error"
INS064	R20260	Statement of Activities Page Display/ All Users	The "Gain (Loss) from Correction of Error" field will appear below the "Unrestricted Net Assets at beginning of year" field and above the "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)" field
INS065	R20260	System Functionality/ Statement of Activities Computations	Data entered into the "Gain (Loss) from Correction of Error" field will be added to "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)"
INS066	R20261	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)"
INS067	R20261	Statement of Activities Page Display/ All Users	The "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)" field will appear below the "Gain (Loss) from Correction of Error" field and above the "Unrestricted Net Assets at End of year" field

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INS068	R20261	System Functionality/ Statement of Activities Computations	The "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)" field will be automatically calculated by adding to "Unrestricted Net Assets at Beginning of Year" and "Gain (Loss) from Correction of Error" fields
INS069	R20262	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a "Comment" field for every "Other" field on the Page
INS070	R20262	Statement of Activities Page Display/ All Users	Each "Comment" field will appear next to each "Other" field
INS071	R20263	Statement of Financial Position Page Display/ All Users	The title of the Statement of Financial Position Page is "Statement of Financial Position Data"
INS072	R20264	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Restricted Assets"
INS073	R20264	Statement of Financial Position Page Display/ All Users	The "Restricted Assets" field will appear below the "Cash and Cash Equivalents" field and above the "Accounts Receivable - Students" field
INS074	R20264	System Functionality/ Statement of Financial Position Computations	Data entered into the "Restricted Assets" field will be added to "Net Accounts Receivable"
INS075	R20265	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will NOT have a field titled "Pledges Receivable"
INS076	R20265	System Functionality/ Statement of Financial Position Computations	"Pledges Receivable" data will NOT be added to "Net Accounts Receivable"
INS077	R20266	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Contributions/Pledges Receivable"
INS078	R20266	Statement of Financial Position Page Display/ All Users	The "Contributions/Pledges Receivable" field will appear below the "Notes Receivable - Other:" field and above the "Student Loans Receivable" field
INS079	R20266	System Functionality/ Statement of Financial Position Computations	Data entered into the "Contributions/Pledges Receivable" field will be added to "Total Assets"
INS080	R20267	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Notes Receivable - Related Party- Secured"
INS081	R20267	Statement of Financial Position Page Display/ All Users	The "Notes Receivable - Related Party- Secured" field will appear below the "Inventories" field and above the "Notes Receivable - Related Party - Unsecured" field
INS082	R20267	System Functionality/ Statement of Financial Position Computations	Data entered into the "Notes Receivable - Related Party - Secured" field will be added to "Total Assets"
INS083	R20267	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Notes Receivable - Related Party- Unsecured"
INS084	R20267	Statement of Financial Position Page Display/ All Users	The "Notes Receivable - Related Party- Unsecured" field will appear below the "Notes Receivable - Related Party- Secured" field and above the "Notes Receivable - Other" field
INS085	R20267	System Functionality/ Statement of Financial Position Computations	Data entered into the "Notes Receivable - Related Party - Unsecured" field will be added to "Total Assets"
INS086	R20267	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Notes Receivable - Other"
INS087	R20267	Statement of Financial Position Page Display/ All Users	The "Notes Receivable - Other" field will appear below the "Notes Receivable - Related Party- Unsecured" field and above the "Contributions/Pledges Receivable" field
INS088	R20267	System Functionality/ Statement of Financial Position Computations	Data entered into the "Notes Receivable - Other" field will be added to "Total Assets"
INS089	R20268	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Deferred Advertising/Marketing/Recruiting Costs"
INS090	R20268	Statement of Financial Position Page Display/ All Users	The "Deferred Advertising/Marketing/Recruiting Costs" field will appear below the "Investments" field and above the "Interest in Trusts Held by Others" field
INS091	R20268	System Functionality/ Statement of Financial Position Computations	Data entered into the "Deferred Advertising/Marketing/Recruiting Costs" field will be added to "Total Assets"

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INS092	R20269	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Long Term Debt"
INS093	R20269	Statement of Financial Position Page Display/ All Users	The "Long Term Debt" field will appear below the "Capital Lease Obligations" field and above the "Post Employment & Post Retirement Benefits" field
INS094	R20269	System Functionality/ Statement of Financial Position Computations	Data entered into the "Long Term Debt" field will be added to "Total Liabilities"
INS095	R20270	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Student Loans Receivable"
INS096	R20270	Statement of Financial Position Page Display/ All Users	The "Student Loans Receivable" field will appear below the "Contributions/Pledges Receivable" field and above the "Property, Plant, and Equipment, including capitalized lease assets" field
INS097	R20270	System Functionality/ Statement of Financial Position Computations	Data entered into the "Student Loans Receivable" field will be added to "Total Assets"
INS098	R20271	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Interest In Trusts Held by Others"
INS099	R20271	Statement of Financial Position Page Display/ All Users	The "Interest In Trusts Held by Others" field will appear below the "Deferred Advertising/Marketing/Recruiting Costs" field and above the "Other Assets" field
INS100	R20271	System Functionality/ Statement of Financial Position Computations	Data entered into the "Interest in Trusts Held by Others" field will be added to "Total Assets"
INS101	R20272	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Current Portion of Long-Term Debt"
INS102	R20272	Statement of Financial Position Page Display/ All Users	The "Current Portion of Long-Term Debt" field will appear below the "Lines of Credit" field and above the "Capital Lease Obligations" field
INS103	R20272	System Functionality/ Statement of Financial Position Computations	Data entered into the "Current Portion of Long-Term Debt" field will be added to "Total Liabilities"
INS104	R20273	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Government Advances for Student Loans"
INS105	R20273	Statement of Financial Position Page Display/ All Users	The "Government Advances for Student Loans" field will appear below the "Liabilities Under Split Interest Agreements" field and above the "Other Liabilities" field
INS106	R20273	System Functionality/ Statement of Financial Position Computations	Data entered into the "Government Advances for Student Loans" field will be added to "Total Liabilities"
INS107	R20274	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Minimum Pension Liability"
INS108	R20274	Statement of Financial Position Page Display/ All Users	The "Minimum Pension Liability" field will appear below the "Post Employment & Post Retirement Benefits" field and above the "Deferred Compensation" field
INS109	R20274	System Functionality/ Statement of Financial Position Computations	Data entered into the "Minimum Pension Liability" field will be added to "Total Liabilities"
INS110	R20275	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Liabilities Under Split Interest Agreements"
INS111	R20275	Statement of Financial Position Page Display/ All Users	The "Liabilities Under Split Interest Agreements" field will appear below the "Deferred Compensation" field and above the "Government Advances for Student Loans" field
INS112	R20275	System Functionality/ Statement of Financial Position Computations	Data entered into the "Liabilities Under Split Interest Agreements" field will be added to "Total Liabilities"
INS113	R20276	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Split Interest Agreements and Term Endowments"
INS114	R20276	Statement of Financial Position Page Display/ All Users	The "Split Interest Agreements and Term Endowments" field will appear below the "Unrestricted Net Assets" field and above the "Other" field

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INS115	R20276	System Functionality/ Statement of Financial Position Computations	Data entered into the "Split Interest Agreements and Term Endowments" field will be added to "Total Temporarily Restricted Net Assets"
INS116	R20277	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a "Comment" field for every "Other" field on the Page
INS117	R20277	Statement of Financial Position Page Display/ All Users	Each "Comment" field will appear next to each "Other" field
INS118	R20278	Statement of Financial Position Page Display/ All Users	The "Property, Plant, and Equipment, including capitalized lease assets" Data Entry field will NOT include "at historical prices"
INS119	R20278	Statement of Financial Position Page Display/ All Users	The "Property, Plant, and Equipment, including capitalized lease assets" Total field will NOT include "at historical prices"
INS120	R20619	Statement of Financial Position Page Display/ All Users	The "Contributions Receivable" field label will read "Contributions/Pledges Receivable"
INS121	R20620	System Functionality/ Statement of Financial Position Computations	Data entered into "Long-Term Debt" and "Current Portion of Long-Term Debt" fields will be added together to determine the value for "Long-Term Debt" used in the Composite Score Calculation
INS122	R20279	Submit Page Display/ All Users	The first paragraph of the Submit Page will no longer contain the words "for review" at the end of the paragraph.
INS123	R20280	Submit Page Display/ All Users	The second paragraph of the Submit Page will contain the words "as appropriate" after the words "OMB Circular A-133"
INS124	R20281	Upload Page Display/All Users	The instructions for Upload will read "...an electronic copy of your complete A-133 report and corrective action plan..."
INS125	R20621	Upload Page Display/All Users	The Upload page will include a checkbox label "All (Complete A-133 report and Corrective Action Plan, if applicable)"
INS126	R20622	Upload Page Display/All Users	The Upload page will include a checkbox label "Other"
INS127	R20622	Upload Page Display/All Users	The Checkbox label "Other" will appear as the last checkbox option on the page
NONAN01	R20283	Initial Submission Page Display / System Functionality	The Initial Submission Page will contain a required field to indicate an Institution's Fiscal Year End
NONAN02	R20283	Reinstatement Submission Page Display / System Functionality	The Reinstatement Submission Page will contain a required field to indicate an Institution's Fiscal Year End

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QC04	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, only one Financial Statement will appear in the QC Queue
QC05	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, multiple Compliance Audits may appear in the QC Queue
SG01	R20287	QC/ System Functionality	After all records of a C/UC Group Submission have been QC'd, if any records are marked "Incomplete," the entire submission will be set to Resubmit
SG02	R20289	School Group/System Functionality	The system will appropriate calculate Due Dates for School Groups marked Two Year
SG03	R20288	Case User/ Submission Review	Case Users have access to all related attachments when reviewing any portion of a C/UC Submission
SG04	R20290	School Group User/ Financial Statement Page Display	For C/C Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG05	R20290	School Group User/ Financial Statement Page Display	As per SG04, the schools will be organized by OPEID
SG06	R20290	School Group User/ Financial Statement Page Display	For C/UC Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG07	R20290	School Group User/ Financial Statement Page Display	As per SG06, the schools will be organized by OPEID
SG08	R20291	School Group User/ Financial Statement Page Display	For C/C School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG09	R20291	School Group User/ Financial Statement Page Display	For C/UC School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG10	R20291	School Group User/ Compliance Audit Page Display	For C/C School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG11	R20291	School Group User/ Compliance Audit Page Display	For C/UC School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG12	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Financial Statements page
SG13	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will NOT have write-access to the Financial Statements page
SG14	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG15	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG16	R20294	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Compliance Audit page to complete Compliance Audits for all schools in the Group
SG17	R20295	School Group User/ Annual Submission Entry	A C/UC Locator School will be required to complete Checklist items for the Consolidated Financial Statements
SG18	R20295	School Group User/ Annual Submission Entry	A C/UC Member School will be required to complete Checklist items for the Consolidated Financial Statements
SG19	R20296	School Group User/ Annual Submission Entry	Each school in a C/UC School Group will have the ability to complete checklist items for their portion of the Compliance Audit
SG20	R20297	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to complete Compliance Audit checklist items for all schools
SG21	R20298	School Group User/ Annual Submission Entry	Only a Locator school in a C/UC School Group may upload a Consolidated Financial Statement
SG22	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload a Compliance Audit for itself
SG23	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload Compliance Audits for Member Schools by OPEID
SG24	R20300	School Group User/ Annual Submission Entry	A Member school in a C/UC School Group will have the ability to upload its own Compliance Audit
SG25	R20301	School Group User/ Annual Submission Entry	An Annual School Group Submission for a C/UC School Group will be submitted to ED once the Consolidated Financial Statement and all Compliance Audits (Locator&Member0 have been submitted
SG26	R20302	School Group User/ Annual Submission Entry	Once a C/UC Locator has submitted its Financial Statement and Compliance Audit, a notification will be posted on its Institution Home Page listing any Member Schools in the group who have not yet submitted a Compliance Audit
SG27	R20303	School Group / System Functionality	A separate ACN will be assigned to each Compliance Audit in a C/UC School Group

Condition ID	Requirement #	Event Description	Test Condition Description
SG28	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/UC School Group upon login, and will display the appropriate submission pages
SG29	R20304	School Group / System Functionality	The system will recognize an Institution as a Member of a C/UC School Group upon login, and will display the appropriate submission pages
SG30	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/C School Group upon login, and will display the appropriate submission pages
SG31	R20305	School Group / System Functionality	C/UC Financial Statements will be routed to a Case Team/Co-Team Leader based on the Locator School's Team
SG32	R20306	School Group / System Functionality	C/UC Compliance Audits will be routed to Case Teams/Co-Team Leader based on the School
SG33	R20307	School Group / System Functionality	There will be no reference to School Groups on any Financial Statement Submission Pages for non-School Group users
SG34	R20307	School Group / System Functionality	There will be no reference to School Groups on any Compliance Audit Submission Pages for non-School Group users
SG35	R20308	School Group / System Functionality	For School Groups, Financial Statement Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG36	R20308	School Group / System Functionality	For School Groups, Compliance Audit Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG37	R20309	School Group / System Functionality	A Locator School will have an indicator on its Institution Home Page indicating that it is a Locator School
SG38	R20310	School Group / System Functionality	For a Locator School, a grid will be displayed on the Submit Page containing all schools in the group, so that the Locator School may indicate which schools it is submitting for
SG39	R20311	School Group / System Functionality	The system will display a notification on the Compliance Audit Info Page to inform a Locator School user which Compliance Audit record is active
SG40	R20312	School Group / System Functionality	On the Compliance Audit Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG41	R20312	School Group / System Functionality	On the Financial Statement Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG42	R20313	School Group / System Functionality	On the Submit Page for School Groups, the grid that is displayed for a Locator School will include a "Select All" option
SG43	R20314	School Group / System Functionality	Once a C/UC Member School has submitted its Compliance Audit, a notification will be posted on its Institution Home Page stating that their portion of the Annual Submission has been "completed"
SG44	R20315	School Group / System Functionality	For a Locator School, the Annual Submission link will continue to be displayed on its Home Page until all Member School and Locator School Submissions have been submitted
SG45	R20624	School Group / System Functionality	For Locator Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
SG46	R20624	School Group / System Functionality	For Member Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."

Condition ID	Requirement #	Event Description	Test Condition Description
CODE01	R20190	Screeners User/View Submission	When viewing a submission, the left navigation bar will have a link to the Code Findings page

Condition ID	Requirement #	Event Description	Test Condition Description
CODE02	R20192	Co-Team Leader User/View Submission	When viewing a submission from the "Pending Assignment" queue, the Co-Team Lead will be able to access the "Code Findings" of the submission through a left navigation bar link

Condition ID	Requirement #	Event Description	Test Condition Description
INC08	R20203	Incomplete Letter Viewing/Case Users	A Case User will have the ability to access "Submission Summary" page for incomplete submissions. This page will provide a "Submission status" of "Incomplete" in the page header for all incomplete submissions.
INC09	R20202 R20205	Incomplete Letter Viewing/Case Users	A Case User will have the ability to view an incomplete letter from the "Submission Summary" page for incomplete submissions. The system will provide a link in the header of the page titled "Link to Incomplete letter." Once the link is selected, the system will return a view-only version of the incomplete letter that is associated with that institution's submission.
RES01	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is a Resubmission, a column labeled "Resubmission Date" will appear stating the date of the Resubmission
RES02	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is NOT a Resubmission, a column labeled "Resubmission Date" will NOT appear

Condition ID	Requirement #	Event Description	Test Condition Description
INC10	R20200	Incomplete letter/Correspondence log	A user of any type will have the ability to make an incomplete submission. When an institution has made an incomplete submission of any type, the system will present them with an Incomplete Letter Report. When the user views this letter, the system will record when this occurrence happened in the correspondence log.

Condition ID	Requirement #	Event Description	Test Condition Description
NONAN03	R20284	Initial Submission / School User	The system will update a School FYE when entered on Initial Submission page and Initial Submission has been resolved
NONAN04	R20284	Reinstatement Submission / School User	The system will update a School FYE when entered on Reinstatement Submission page and Reinstatement Submission has been resolved

Condition ID	Requirement #	Event Description	Test Condition Description
NAV01	R20282	Left navigation link	The user has the ability to access other Resolution options when viewing the Manage Auditor Info page. This will be done via a left navigation which should provide links that return the webpage of the selected Resolution option.

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Condition ID	Requirement #	Event Description	Test Condition Description
WF01	R20338	Workflow/Compliance Audit	As soon as a Compliance Audit record is marked "Complete" in QC then the system will immediately move that record from the QC queue to the Screener queue. This action will take place regardless of whether the corresponding Financial Statements have been QC'd.
WF02	R20339	Workflow/Financial Statement	The system will place Financial Statements into a holding area after being QC'd until the corresponding Compliance Audit(s) has had its findings coded.
WF03	R20339	Workflow/Co-Team Leader	The system will send a package containing the corresponding Financial Statement and Compliance Audit(s) to the Co-Team Leader. This submission will only occur after both the Compliance Audit(s) and Financial Statements have passed through Quality control.
INC16	R20196	QC/System Functionality	If a submission is marked "Incomplete," the system will create an "Incomplete Letter Report"
INC17	R20196	QC/System Functionality	If selected as a reason for Incomplete, "Audited Financial Statement is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC18	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC19	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Audited Financial Statement is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC20	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC21	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Report on Compliance and Internal Controls is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC22	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC23	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC24	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC25	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report has an improper signature" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC26	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC27	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC28	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC29	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC30	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to GAAP" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC31	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC32	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC33	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC34	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC35	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC36	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading

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Condition ID	Requirement #	Event Description	Test Condition Description
INC37	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC38	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated/is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC39	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC40	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC41	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC42	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedule is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC43	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC44	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC45	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC46	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC47	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC48	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC49	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC50	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet does not properly address enrollment percentages" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC51	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC52	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC53	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC54	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs has improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC55	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not dated" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC56	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs not on letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC57	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not list all required Management Assertions" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC58	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not clearly identify the periods examined" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC59	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of Government Auditing Standards" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC60	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of attestation standards established by AICPA" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC61	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of appropriate Audit Guide" will appear on the "Incomplete Letter Report" under Compliance Audit heading

Condition ID	Requirement #	Event Description	Test Condition Description
INC62	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC63	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC64	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules do not represent the findings" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC65	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters related to prior audit findings is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC66	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC67	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC68	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan has an improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC69	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not on school letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC71	R20199	Correspondence Log Page Display/System Functionality	After a submission has been marked Incomplete, the system will post an entry for the Incomplete Submission Letter in the Correspondence Log
INC72	R20201	QC User/ QC review	After a QC user has marked all Incomplete fields and selects "Submit," he will be taken to the Incomplete Letter Submission Preview Page
INC73	R20201	QC User/ QC review	The QC user will be able to review an Incomplete Submission Letter on the Incomplete Letter Submission Preview Page
INC74	R20204	Incomplete Letter Submission Preview/Review Page/System Functionality	When viewed, the Incomplete Submission Letter will have a link to a "Printer Friendly Version"
INC75	R20206	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC76	R20206	QC Page Display/ System Functionality	On the QC page for Compliance Audits, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC77	R20207	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Financial Statements section
INC78	R20207	QC Page Display/ System Functionality	On the QC page for Compliance Audit, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Compliance Audit section
INC79	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?": - Audited Financial Statement is missing. - Financial Statement Independent Auditors Report is missing. - Financial Statement Report on Compliance and Internal Controls is missing. - Other is missing.
INC80	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Financial Statement Independent Auditors Report is not titled. - Financial Statement Independent Auditors Report is not signed. - Financial Statement Independent Auditors Report has an improper signature. - Financial Statement Independent Auditors Report is not dated. - Financial Statement Independent Auditors Report is not on letterhead. - Financial Statement Independent Auditors Report does not specify GAGAS. - Financial Statement Independent Auditors Report does not refer to all Financial Statements. - Financial Statement Independent Auditors Report does not refer to GAAP. - Financial Statements Report On Compliance and Internal Controls is not titled. - Financial Statements Report On Compliance and Internal Controls is not signed. - Financial Statements Report On Compliance and Internal Controls is not dated. - Financial Statements Report On Compliance and Internal Controls is not on letterhead. - Financial Statements Report On Compliance and Internal Controls does not specify GAGAS. - Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements.

Condition ID	Requirement #	Event Description	Test Condition Description
INC81	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?" - Compliance Audit is missing. - Financial Statements Report On Compliance and Internal Controls is not dated is missing. - Servicer Information Sheet is missing. - Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing. - Schedule of Findings and Questioned Costs is missing. - Summary Schedules is missing. - Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing. - Corrective Action Plan is missing. - Other is missing.
INC82	R20208	QC Page Display/ System Functionality	On the QC page for Compliance Audit, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Auditor Information Sheet is incomplete. - Auditor Information Sheet does not properly address enrollment percentages. - Servicer Information Sheet is incomplete. - Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete. - Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed. - Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature. - Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated. - Report on Compliance with specified Requirements Applicable to the FSA Programs not on letterhead. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined.
INC83	R20210	QC User/ QC review	Once a QC User has reviewed and submitted an Incomplete Submission Letter, an email will be sent to an Institution User notifying them of the letter
QC01	R20285	QC Queue Page Display/ System Functionality	On the QC Queue Page Display, submissions to be QC'd will be separated into submissions that must be completed and submissions where the QC must be submitted by an approver
QC02	R20623	QC User / QC Submission	A QC User may submit a QC form without answering all required field if the answer to "Are all attached PDFs viewable?" is no
QC03	R20623	QC User / QC Submission	A QC User must complete all required fields if the answer to "Are all attached PDFs viewable?" is Yes before submitting

Area	Condition ID	Requirement #	Event Description	Test Condition Description
CODE	CODE01	R20190	Screener User/View Submission	When viewing a submission, the left navigation bar will have a link to the Code Findings page
CODE	CODE02	R20192	Co-Team Leader User/View Submission	When viewing a submission from the "Pending Assignment" queue, the Co-Team Lead will be able to access the "Code Findings" of the submission through a left navigation bar link
INC	INC01	R20198	Incomplete Letter Report/All users	The user has the ability to access the "Home" page of the eZ-Audit system after they have previously made a submission that was deemed incomplete. The status of the previous submission will be displayed in the Notification section of the "Home" page. The user will be notified that their previous submission has been determined to be incomplete. Along with the notification of the status of the submission the system will display to the user that a "Incomplete Letter Report" has been posted for their Institution.
INC	INC02	R20197	Incomplete Letter Report/All users	The user will have the ability to view the Notifications section of the "Home" page. When a previous incomplete submission from the user's institution has been made, the system will provide a notification that states that an incomplete letter report has been posted for that institution. In this notification a link, "Incomplete Letter Report", will be provided to the user. Once selected, the system will return a read-only view of the incomplete letter.
INC	INC03	R20209	Resubmission/All users and submission types	The user will have the ability to resubmit a previous submission that was deemed incomplete by the eZ-Audit system. The resubmission option is available for all users and for all submission types.
INC	INC04	R20209	Resubmission/All users and annual submissions	The user will have the ability to resubmit an annual submission via a "Resubmit your FYE [MM/DD/YYYY] Submission" link provided in the left navigation of the "Home" page of the eZ-Audit system. This link will be in place of the "Create..." link option that is a part of the original configuration of the "Home" page.
INC	INC05	R20209	Resubmission/All users and annual submissions	The user has the ability to select the "Resubmit your..." link provided in the left navigation of the "Home" page. Once the link has been selected, the system will repopulate the annual submission with the data that was originally submitted.
INC	INC06	R20209	Resubmission/All users and non-annual submissions	The user will have the ability to resubmit an incomplete non-annual submission (stub, closeout, reinstatement, merger/CIO, initial). This capability will be provided via a "Resubmit.....Submission" link located in the left navigation of the "Home" page of the eZ-Audit system. This link will be provided along with the "Create..." link options for the non-annual submission types.
INC	INC07	R20209	Resubmission/All users and non-annual submissions	The user has the ability to select the "Resubmit..." link provided in the left navigation of the "Home" page. Once the link has been selected, the system will repopulate the non-annual submission with the data that was originally submitted.
INC	INC08	R20203	Incomplete Letter Viewing/Case Users	A Case User will have the ability to access "Submission Summary" page for incomplete submissions. This page will provide a "Submission status" of "Incomplete" in the page header for all incomplete submissions.
INC	INC09	R20202 R20205	Incomplete Letter Viewing/Case Users	A Case User will have the ability to view an incomplete letter from the "Submission Summary" page for incomplete submissions. The system will provide a link in the header of the page titled "Link to Incomplete letter." Once the link is selected, the system will return a view-only version of the incomplete letter that is associated with that institution's submission.
INC	INC10	R20200	Incomplete letter/Correspondence log	A user of any type will have the ability to make an incomplete submission. When an institution has made an incomplete submission of any type, the system will present them with an Incomplete Letter Report. When the user views this letter, the system will record when this occurrence happened in the correspondence log.
INC	INC11	R20193	Case User/ Search	Submissions that are incomplete can be retrieved using the "Search" functionality
INC	INC12	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will be view-only
INC	INC13	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will NOT be assignable
INC	INC14	R20195	Search Results Page Display/Search	On the Search Results screen, Incomplete Submissions will be marked with an "Incomplete" Status in the Submission Status column
INC	INC15	R20195	Submission Summary Page Display/System Functionality	On the Submission Summary Page, the Submission Status field at the top of the page will read "INCOMPLETE"
INC	INC16	R20196	QC/System Functionality	If a submission is marked "Incomplete," the system will create an "Incomplete Letter Report"
INC	INC17	R20196	QC/System Functionality	If selected as a reason for Incomplete, "Audited Financial Statement is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC18	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC19	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Audited Financial Statement is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC20	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC21	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Report on Compliance and Internal Controls is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC22	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading

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Area	Condition ID	Requirement #	Event Description	Test Condition Description
INC	INC23	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC24	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC25	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report has an improper signature" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC26	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC27	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC28	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC29	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC30	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to GAAP" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC31	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC32	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC33	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC34	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC35	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC36	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC37	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC38	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated/is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC39	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC40	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC41	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC42	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedule is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC43	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC44	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC45	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC46	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC47	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC48	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC49	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC50	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet does not properly address enrollment percentages" will appear on the "Incomplete Letter Report" under Compliance Audit heading

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INC	INC51	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC52	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC53	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC54	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs has improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC55	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not dated" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC56	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs not on letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC57	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not list all required Management Assertions" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC58	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not clearly identify the periods examined" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC59	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of Government Auditing Standards" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC60	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of attestation standards established by AICPA" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC61	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of appropriate Audit Guide" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC62	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC63	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC64	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules do not represent the findings" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC65	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters related to prior audit findings is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC66	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC67	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC68	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan has an improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC69	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not on school letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC71	R20199	Correspondence Log Page Display/System Functionality	After a submission has been marked Incomplete, the system will post an entry for the Incomplete Submission Letter in the Correspondence Log
INC	INC72	R20201	QC User/ QC review	After a QC user has marked all Incomplete fields and selects "Submit," he will be taken to the Incomplete Letter Submission Preview Page
INC	INC73	R20201	QC User/ QC review	The QC user will be able to review an Incomplete Submission Letter on the Incomplete Letter Submission Preview Page
INC	INC74	R20204	Incomplete Letter Submission PreviewReview Page/System Functionality	When viewed, the Incomplete Submission Letter will have a link to a "Printer Friendly Version"
INC	INC75	R20206	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC	INC76	R20206	QC Page Display/ System Functionality	On the QC page for Compliance Audits, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC	INC77	R20207	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Financial Statements section

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INC	INC78	R20207	QC Page Display/ System Functionality	On the QC page for Compliance Audit, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Compliance Audit section
INC	INC79	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?": - Audited Financial Statement is missing. - Financial Statement Independent Auditors Report is missing. - Financial Statement Report on Compliance and Internal Controls is missing. - Other is missing.
INC	INC80	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Financial Statement Independent Auditors Report is not titled. - Financial Statement Independent Auditors Report is not signed. - Financial Statement Independent Auditors Report has an improper signature. - Financial Statement Independent Auditors Report is not dated. - Financial Statement Independent Auditors Report is not on letterhead. - Financial Statement Independent Auditors Report does not specify GAGAS. - Financial Statement Independent Auditors Report does not refer to all Financial Statements. - Financial Statement Independent Auditors Report does not refer to GAAP. - Financial Statements Report On Compliance and Internal Controls is not titled. - Financial Statements Report On Compliance and Internal Controls is not signed. - Financial Statements Report On Compliance and Internal Controls is not dated. - Financial Statements Report On Compliance and Internal Controls is not on letterhead. - Financial Statements Report On Compliance and Internal Controls does not specify GA. - Financial Statements Report On Compliance and Internal Controls does not refer to all F
INC	INC81	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?" - Compliance Audit is missing. - Financial Statements Report On Compliance and Internal Controls is not dated is missing. - Servicer Information Sheet is missing. - Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing. - Schedule of Findings and Questioned Costs is missing. - Summary Schedules is missing. - Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing. - Corrective Action Plan is missing. - Other is missing.
INC	INC82	R20208	QC Page Display/ System Functionality	On the QC page for Compliance Audit, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Auditor Information Sheet is incomplete. - Auditor Information Sheet does not properly address enrollment percentages. - Servicer Information Sheet is incomplete. - Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete. - Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed. - Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature. - Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated. - Report on Compliance with specified Requirements Applicable to the FSA Programs no on letterhead. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined.
INC	INC83	R20210	QC User/ QC review	Once a QC User has reviewed and submitted an Incomplete Submission Letter, an email will be sent to an Institution User notifying them of the letter
INS	INS001	R20212	Contact info captured/Financial Statement	The user has the ability to access the Completeness Checklist page. The user will be able to enter a contact name and email address that will be stored into the eZ-Audit system. This information will be used if the submitted Financial Statement receives an incomplete status.
INS	INS002	R20212	Contact info captured/Financial Statement	The system will capture contact information for the Financial Statements on the Completeness Checklist for all types of users, non-profit, public, and proprietary.
INS	INS003	R20213	Contact info captured/Compliance Audit	The user has the ability to access the Completeness Checklist page. The user will be able to enter a contact name and email address that will be stored into the eZ-Audit system. This information will be used if the submitted Compliance Audit receives an incomplete status.
INS	INS004	R20213	Contact info captured/Compliance Audit	The system will capture contact information for the Compliance Audit on the Completeness Checklist for all types of users, non-profit, public, and proprietary.
INS	INS005	R20214	Contact info captured/required entry	The system will require the user to enter values for both the Financial Statements and the Compliance Audit contact information contained on the Completeness Checklist page.

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INS	INS006	R20215	Income Statement/Proprietary	A Proprietary user will have the ability to access an Income Statement page . This page will provide questions to the user that the user will have to complete.
INS	INS007	R20215	Income Statement/Proprietary	A Proprietary user will have the ability to enter data onto an Income Statement page. The system will provide a required field that will ask for a "Distribution to Shareholders" amount. Once the user enters data for the page a Retained Earnings End of Year calculation is made.
INS	INS008	R20215	Income Statement/Proprietary	The system calculates the Retained Earnings End of Year amount from the Income Statement when a Proprietary user has entered the required information. This calculation is performed by the following formula: Net Income + Gain (Loss) from Correction of Error, net of tax + Retained Earnings, Beginning of year - Distribution to Shareholders.
INS	INS009	R20216	Link to Institutional Profile page	A user of any type will have the ability to link to the Institutional Profile page from the name of the school listed in the page header of all the major submission pages: financial statement; compliance audit; checklist; upload; submit. Once the link is selected, the system will return the Institution Profile page that is associated with that institution name.
INS	INS010	R20217 R20218	Completeness Checklist Provided	The user will have the ability to access a Checklist page that will guide them in correctly completing the information required by the eZ-Audit system.
INS	INS011	R20219	Financial Statement page/Proprietary	A Proprietary user will have the ability to access a Financial Statement page when completing an annual submission. This page will provide questions to the user that the user will have to complete.
INS	INS012	R20220	Compliance Audit page/All school types	A user of any type will have the ability to access a Compliance Audit Information page titled "Compliance Audit Information."
INS	INS013	R20221 R20222 R20223 R20224 R20225 R20226 R20227 R20228 R20230 R20614	Compliance Audit page/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Compliance Audit page. This page will present questions pertaining to compliance audit information that will require user input.
INS	INS014	R20229	Compliance Audit flag	A Non-profit or Public school user will have the ability to access a Compliance Audit page and answer the following question: "For Internal Control Over Major Programs: a) Were material weakness(es) identified? b) Were reportable condition(s) identified that are not considered to be material weakness(es)?" The user will have the ability to answer yes or no to both parts of this question.
INS	INS015	R20229	Compliance Audit flag	The user will have the ability to answer yes to both parts of the question presented in test condition INS14. With the user input of yes for either portion of the question, the system will flag the submission record for case team review.
INS	INS016	R20231	Cash Flow elimination	A Non-profit user will not have the ability to link to a Cash Flow Statement when submitting a submission. A link to a Cash Flow Statement will not exist on the Financial Statement page for any submission type.
INS	INS017	R20232 R20235 R20236 R20237 R20616	Checklist/Non-profit and Public	A Non-profit and public user will have the ability to access a Completeness Checklist page that will ensure that all user information has been provided to the system. This page will contain a list of items for the user to check if the information in the line item has been provided/completed.
INS	INS018	R20233 R20234	Checklist/Non-profit	A Non-profit user will have the ability to access a Completeness Checklist page that will ensure that all user information has been provided to the system. This page will contain a list of items for the user to check if the information in the line item has been provided/completed.
INS	INS019	R20238 R20617	Financial Statement Info page/All school types	A user of any type will have the ability to access a Financial Statement page titled "Financial Statement Information."
INS	INS020	R20239 R20240 R20618	Financial Statement Info page/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page. This page will present questions pertaining to financial statement information that will require user input.
INS	INS021	R20241	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "Is going concern explanatory paragraph included in the audit report?" The user will have the ability to answer yes or no to this question.
INS	INS022	R20241	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to the question presented in test condition INS21. With the user input of yes for the question, the system will flag the submission record for case team review.
INS	INS023	R20242	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "For Internal Control Over Major Programs: a) Were material weakness(es) identified? b) Were reportable condition(s) identified that are not considered to be material weakness(es)?" The user will have the ability to answer yes or no to both parts of this question.

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INS	INS024	R20242	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to both parts of the question presented in test condition INS23. With the user input of yes for either portion of the question, the system will flag the submission record for case team review.
INS	INS025	R20244	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "Do you have any of the following disclosures in your financial statement?" The user will have the ability to answer yes or no to all of the subitems associated with this question.
INS	INS026	R20244	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to any part of the question presented in test condition INS25. With the user input of yes for any portion of the question, the system will flag the submission record for case team review.
INS	INS027	R20245	Link to Statement of Financial Position/Non-profit	A Non-profit user will have the ability to access a Financial Statement page. From this page, the user will have the ability to link to a Statement of Financial Position page. Once this link "Statement of Financial Position" is selected, the system will return the Statement of Financial Position page and provide questions that require user input.
INS	INS028	R20246	Financial Statement flag/Non-profit and Public	A Non-profit or Public school user will have the ability to access a Financial Statement page and answer the following question: "Were any instance(s) of noncompliance material to the financial statements noted?" The user will have the ability to answer yes or no to this question.
INS	INS029	R20246	Financial Statement flag/Non-profit and Public	The user will have the ability to answer yes to the question presented in test condition INS26. With the user input of yes for any portion of the question, the system will flag the submission record for case team review.
INS	INS030	R20247	Home Page/All school types	A user of any type will have the ability to access the Institutional Home page. From this page, the user will be able to create a waiver exemption request submission. The user will have the ability to create this form of submission via a link provided in the left navigation of the page.
INS	INS031	R20248	Statement of Activities Page Display/ All Users	The title of the Statement of Activities Page is "Statement of Activities Data"
INS	INS032	R20249	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Government Appropriations"
INS	INS033	R20249	Statement of Activities Page Display/ All Users	The "Government Appropriations" field will appear below the "Tuition & Fees" field and above the "Government Grants and Contracts" field
INS	INS034	R20249	System Functionality/ Statement of Activities Computations	Data entered into the "Government Appropriations" field will be added to "Total Unrestricted Revenue"
INS	INS035	R20250	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Government Grants and Contracts"
INS	INS036	R20250	Statement of Activities Page Display/ All Users	The "Government Grants and Contracts" field will appear below the "Government Appropriations" field and above the "Private Gifts, Grants, and Contracts" field
INS	INS037	R20250	System Functionality/ Statement of Activities Computations	Data entered into the "Government Grants and Contracts" field will be added to "Total Unrestricted Revenue"
INS	INS038	R20251	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Private Gifts, Grants, and Contracts"
INS	INS039	R20251	Statement of Activities Page Display/ All Users	The "Private Gifts, Grants, and Contracts" field will appear below the "Government Grants and Contracts" field and above the "Auxiliary Enterprises" field
INS	INS040	R20251	System Functionality/ Statement of Activities Computations	Data entered into the "Private Gifts, Grants, and Contracts" field will be added to "Total Unrestricted Revenue"
INS	INS041	R20252	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Hospital Revenue"
INS	INS042	R20252	Statement of Activities Page Display/ All Users	The "Hospital Revenue" field will appear below the "Investment Income" field and above the "Other Income" field
INS	INS043	R20252	System Functionality/ Statement of Activities Computations	Data entered into the "Hospital Revenue" field will be added to "Total Unrestricted Revenue"
INS	INS044	R20253	Statement of Activities Page Display/ All Users	The Statement of Activities page will NOT have a field titled "Depreciation and Amortization Expense"
INS	INS045	R20253	System Functionality/ Statement of Activities Computations	"Depreciation and Amortization Expense" data will NOT be added to "Total Unrestricted Revenue"
INS	INS046	R20254	Statement of Activities Page Display/ All Users	The Statement of Activities page will NOT have a field titled "Interest Expense"
INS	INS047	R20254	System Functionality/ Statement of Activities Computations	"Interest Expense" data will NOT be added to "Total Unrestricted Revenue"
INS	INS048	R20255	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Net Grant Aid to Students"
INS	INS049	R20255	Statement of Activities Page Display/ All Users	The "Net Grant Aid to Students" field will appear below the "Auxiliary Enterprises Expense" field and above the "Hospital Services" field
INS	INS050	R20255	System Functionality/ Statement of Activities Computations	Data entered into the "Net Grant Aid to Students" field will be added to "Total Unrestricted Expenses"
INS	INS051	R20256	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Hospital Services"

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INS	INS052	R20256	Statement of Activities Page Display/ All Users	The "Hospital Services" field will appear below the "Net Grant Aid to Students" field and above the "Other Expenses" field
INS	INS053	R20256	System Functionality/ Statement of Activities Computations	Data entered into the "Hospital Services" field will be added to "Total Unrestricted Expenses"
INS	INS054	R20257	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Extraordinary Gain (Loss)"
INS	INS055	R20257	Statement of Activities Page Display/ All Users	The "Extraordinary Gain (Loss)" field will appear below the "Gain (Loss) from Change in Accounting Principle" field and above the "Change in Unrestricted Net Assets" field
INS	INS056	R20257	System Functionality/ Statement of Activities Computations	Data entered into the "Extraordinary Gain (Loss)" field will be added to "Change in Unrestricted Net Assets"
INS	INS057	R20258	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Gain (Loss) on Discontinued Operations"
INS	INS058	R20258	Statement of Activities Page Display/ All Users	The "Gain (Loss) on Discontinued Operations" field will appear below the "Total Unrestricted Expenses" field and above the "Gain (Loss) from Change in Accounting Principle" field
INS	INS059	R20258	System Functionality/ Statement of Activities Computations	Data entered into the "Gain (Loss) on Discontinued Operations" field will be added to "Change in Unrestricted Net Assets"
INS	INS060	R20259	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Gain (Loss) from Change in Accounting Principle"
INS	INS061	R20259	Statement of Activities Page Display/ All Users	The "Gain (Loss) from Change in Accounting Principle" field will appear below the "Gain (Loss) on Discounted Operations" field and above the "Extraordinary Gain (Loss)" field
INS	INS062	R20259	System Functionality/ Statement of Activities Computations	Data entered into the "Gain (Loss) from Change in Accounting Principle" field will be added to "Change in Unrestricted Net Assets"
INS	INS063	R20260	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Gain (Loss) from Correction of Error"
INS	INS064	R20260	Statement of Activities Page Display/ All Users	The "Gain (Loss) from Correction of Error" field will appear below the "Unrestricted Net Assets at beginning of year" field and above the "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)" field
INS	INS065	R20260	System Functionality/ Statement of Activities Computations	Data entered into the "Gain (Loss) from Correction of Error" field will be added to "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)"
INS	INS066	R20261	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a required field titled "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)"
INS	INS067	R20261	Statement of Activities Page Display/ All Users	The "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)" field will appear below the "Gain (Loss) from Correction of Error" field and above the "Unrestricted Net Assets at End of year" field
INS	INS068	R20261	System Functionality/ Statement of Activities Computations	The "Unrestricted Net Assets at Beginning of Year as Restated (if applicable)" field will be automatically calculated by adding to "Unrestricted Net Assets at Beginning of Year" and "Gain (Loss) from Correction of Error" fields
INS	INS069	R20262	Statement of Activities Page Display/ All Users	The Statement of Activities page will have a "Comment" field for every "Other" field on the Page
INS	INS070	R20262	Statement of Activities Page Display/ All Users	Each "Comment" field will appear next to each "Other" field
INS	INS071	R20263	Statement of Financial Position Page Display/ All Users	The title of the Statement of Financial Position Page is "Statement of Financial Position Data"
INS	INS072	R20264	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Restricted Assets"
INS	INS073	R20264	Statement of Financial Position Page Display/ All Users	The "Restricted Assets" field will appear below the "Cash and Cash Equivalents" field and above the "Accounts Receivable - Students" field
INS	INS074	R20264	System Functionality/ Statement of Financial Position Computations	Data entered into the "Restricted Assets" field will be added to "Net Accounts Receivable"
INS	INS075	R20265	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will NOT have a field titled "Pledges Receivable"
INS	INS076	R20265	System Functionality/ Statement of Financial Position Computations	"Pledges Receivable" data will NOT be added to "Net Accounts Receivable"
INS	INS077	R20266	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Contributions/Pledges Receivable"
INS	INS078	R20266	Statement of Financial Position Page Display/ All Users	The "Contributions/Pledges Receivable" field will appear below the "Notes Receivable - Other:" field and above the "Student Loans Receivable" field
INS	INS079	R20266	System Functionality/ Statement of Financial Position Computations	Data entered into the "Contributions/Pledges Receivable" field will be added to "Total Assets"

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INS	INS080	R20267	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Notes Receivable - Related Party- Secured"
INS	INS081	R20267	Statement of Financial Position Page Display/ All Users	The "Notes Receivable - Related Party- Secured" field will appear below the "Inventories" field and above the "Notes Receivable - Related Party - Unsecured" field
INS	INS082	R20267	System Functionality/ Statement of Financial Position Computations	Data entered into the "Notes Receivable - Related Party - Secured" field will be added to "Total Assets"
INS	INS083	R20267	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Notes Receivable - Related Party- Unsecured"
INS	INS084	R20267	Statement of Financial Position Page Display/ All Users	The "Notes Receivable - Related Party- Unsecured" field will appear below the "Notes Receivable - Related Party- Secured" field and above the "Notes Receivable - Other" field
INS	INS085	R20267	System Functionality/ Statement of Financial Position Computations	Data entered into the "Notes Receivable - Related Party - Unsecured" field will be added to "Total Assets"
INS	INS086	R20267	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Notes Receivable - Other"
INS	INS087	R20267	Statement of Financial Position Page Display/ All Users	The "Notes Receivable - Other" field will appear below the "Notes Receivable - Related Party- Unsecured" field and above the "Contributions/Pledges Receivable" field
INS	INS088	R20267	System Functionality/ Statement of Financial Position Computations	Data entered into the "Notes Receivable - Other" field will be added to "Total Assets"
INS	INS089	R20268	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Deferred Advertising/Marketing/Recruiting Costs"
INS	INS090	R20268	Statement of Financial Position Page Display/ All Users	The "Deferred Advertising/Marketing/Recruiting Costs" field will appear below the "Investments" field and above the "Interest in Trusts Held by Others" field
INS	INS091	R20268	System Functionality/ Statement of Financial Position Computations	Data entered into the "Deferred Advertising/Marketing/Recruiting Costs" field will be added to "Total Assets"
INS	INS092	R20269	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Long Term Debt"
INS	INS093	R20269	Statement of Financial Position Page Display/ All Users	The "Long Term Debt" field will appear below the "Capital Lease Obligations" field and above the "Post Employment & Post Retirement Benefits" field
INS	INS094	R20269	System Functionality/ Statement of Financial Position Computations	Data entered into the "Long Term Debt" field will be added to "Total Liabilities"
INS	INS095	R20270	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Student Loans Receivable"
INS	INS096	R20270	Statement of Financial Position Page Display/ All Users	The "Student Loans Receivable" field will appear below the "Contributions/Pledges Receivable" field and above the "Property, Plant, and Equipment, including capitalized lease assets" field
INS	INS097	R20270	System Functionality/ Statement of Financial Position Computations	Data entered into the "Student Loans Receivable" field will be added to "Total Assets"
INS	INS098	R20271	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Interest In Trusts Held by Others"
INS	INS099	R20271	Statement of Financial Position Page Display/ All Users	The "Interest In Trusts Held by Others" field will appear below the "Deferred Advertising/Marketing/Recruiting Costs" field and above the "Other Assets" field
INS	INS100	R20271	System Functionality/ Statement of Financial Position Computations	Data entered into the "Interest in Trusts Held by Others" field will be added to "Total Assets"
INS	INS101	R20272	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Current Portion of Long-Term Debt"
INS	INS102	R20272	Statement of Financial Position Page Display/ All Users	The "Current Portion of Long-Term Debt" field will appear below the "Lines of Credit" field and above the "Capital Lease Obligations" field
INS	INS103	R20272	System Functionality/ Statement of Financial Position Computations	Data entered into the "Current Portion of Long-Term Debt" field will be added to "Total Liabilities"
INS	INS104	R20273	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Government Advances for Student Loans"

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INS	INS105	R20273	Statement of Financial Position Page Display/ All Users	The "Government Advances for Student Loans" field will appear below the "Liabilities Under Split Interest Agreements" field and above the "Other Liabilities" field
INS	INS106	R20273	System Functionality/ Statement of Financial Position Computations	Data entered into the "Government Advances for Student Loans" field will be added to "Total Liabilities"
INS	INS107	R20274	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Minimum Pension Liability"
INS	INS108	R20274	Statement of Financial Position Page Display/ All Users	The "Minimum Pension Liability" field will appear below the "Post Employment & Post Retirement Benefits" field and above the "Deferred Compensation" field
INS	INS109	R20274	System Functionality/ Statement of Financial Position Computations	Data entered into the "Minimum Pension Liability" field will be added to "Total Liabilities"
INS	INS110	R20275	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Liabilities Under Split Interest Agreements"
INS	INS111	R20275	Statement of Financial Position Page Display/ All Users	The "Liabilities Under Split Interest Agreements" field will appear below the "Deferred Compensation" field and above the "Government Advances for Student Loans" field
INS	INS112	R20275	System Functionality/ Statement of Financial Position Computations	Data entered into the "Liabilities Under Split Interest Agreements" field will be added to "Total Liabilities"
INS	INS113	R20276	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a required field titled "Split Interest Agreements and Term Endowments"
INS	INS114	R20276	Statement of Financial Position Page Display/ All Users	The "Split Interest Agreements and Term Endowments" field will appear below the "Unrestricted Net Assets" field and above the "Other" field
INS	INS115	R20276	System Functionality/ Statement of Financial Position Computations	Data entered into the "Split Interest Agreements and Term Endowments" field will be added to "Total Temporarily Restricted Net Assets"
INS	INS116	R20277	Statement of Financial Position Page Display/ All Users	The Statement of Financial Position page will have a "Comment" field for every "Other" field on the Page
INS	INS117	R20277	Statement of Financial Position Page Display/ All Users	Each "Comment" field will appear next to each "Other" field
INS	INS118	R20278	Statement of Financial Position Page Display/ All Users	The "Property, Plant, and Equipment, including capitalized lease assets" Data Entry field will NOT include "at historical prices"
INS	INS119	R20278	Statement of Financial Position Page Display/ All Users	The "Property, Plant, and Equipment, including capitalized lease assets" Total field will NOT include "at historical prices"
INS	INS120	R20619	Statement of Financial Position Page Display/ All Users	The "Contributions Receivable" field label will read "Contributions/Pledges Receivable"
INS	INS121	R20620	System Functionality/ Statement of Financial Position Computations	Data entered into "Long-Term Debt" and "Current Portion of Long-Term Debt" fields will be added together to determine the value for "Long-Term Debt" used in the Composite Score Calculation
INS	INS122	R20279	Submit Page Display/ All Users	The first paragraph of the Submit Page will no longer contain the words "for review" at the end of the paragraph.
INS	INS123	R20280	Submit Page Display/ All Users	The second paragraph of the Submit Page will contain the words "as appropriate" after the words "OMB Circular A-133"
INS	INS124	R20281	Upload Page Display/All Users	The instructions for Upload will read "...an electronic copy of your complete A-133 report and corrective action plan..."
INS	INS125	R20621	Upload Page Display/All Users	The Upload page will include a checkbox label "All (Complete A-133 report and Corrective Action Plan, if applicable)"
INS	INS126	R20622	Upload Page Display/All Users	The Upload page will include a checkbox label "Other"
INS	INS127	R20622	Upload Page Display/All Users	The Checkbox label "Other" will appear as the last checkbox option on the page
INS	INS-HP01	R20247	Left navigation link	The user has the ability to access the "Create Waiver Exemption Request Submission" page. A link will be provided in the left navigation containing the name of the page on the Institution Home page. When the link is selected the desired page will be returned.
NAV	NAV01	R20282	Left navigation link	The user has the ability to access other Resolution options when viewing the Manage Auditor Info page. This will be done via a left navigation which should provide links that return the webpage of the selected Resolution option.
NONANN	NONAN01	R20283	Initial Submission Page Display / System Functionality	The Initial Submission Page will contain a required field to indicate an Institution's Fiscal Year End
NONANN	NONAN02	R20283	Reinstatement Submission Page Display / System Functionality	The Reinstatement Submission Page will contain a required field to indicate an Institution's Fiscal Year End

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Area	Condition ID	Requirement #	Event Description	Test Condition Description
NONANN	NONAN03	R20284	Initial Submission / School User	The system will update a School FYE when entered on Initial Submission page and Initial Submission has been resolved
NONANN	NONAN04	R20284	Reinstatement Submission / School User	The system will update a School FYE when entered on Reinstatement Submission page and Reinstatement Submission has been resolved
QC	QC01	R20285	QC Queue Page Display/ System Functionality	On the QC Queue Page Display, submissions to be QC'd will be separated into submissions that must be completed and submissions where the QC must be submitted by an approver
QC	QC02	R20623	QC User / QC Submission	A QC User may submit a QC form without answering all required field if the answer to "Are all attached PDFs viewable?" is no
QC	QC03	R20623	QC User / QC Submission	A QC User must complete all required fields if the answer to "Are all attached PDFs viewable?" is Yes before submitting
QC	QC04	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, only one Financial Statement will appear in the QC Queue
QC	QC05	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, multiple Compliance Audits may appear in the QC Queue
RES	RES01	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is a Resubmission, a column labeled "Resubmission Date" will appear stating the date of the Resubmission
RES	RES02	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is NOT a Resubmission, a column labeled "Resubmission Date" will NOT appear
SG	SG01	R20287	QC/ System Functionality	After all records of a C/UC Group Submission have been QC'd, if any records are marked "Incomplete," the entire submission will be set to Resubmit
SG	SG02	R20289	School Group/System Functionality	The system will appropriate calculate Due Dates for School Groups marked Two Year
SG	SG03	R20288	Case User/ Submission Review	Case Users have access to all related attachments when reviewing any portion of a C/UC Submission
SG	SG04	R20290	School Group User/ Financial Statement Page Display	For C/UC Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG	SG05	R20290	School Group User/ Financial Statement Page Display	As per SG04, the schools will be organized by OPEID
SG	SG06	R20290	School Group User/ Financial Statement Page Display	For C/UC Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG	SG07	R20290	School Group User/ Financial Statement Page Display	As per SG06, the schools will be organized by OPEID
SG	SG08	R20291	School Group User/ Financial Statement Page Display	For C/C School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG09	R20291	School Group User/ Financial Statement Page Display	For C/UC School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG10	R20291	School Group User/ Compliance Audit Page Display	For C/C School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG11	R20291	School Group User/ Compliance Audit Page Display	For C/UC School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG12	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Financial Statements page
SG	SG13	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will NOT have write-access to the Financial Statements page
SG	SG14	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG	SG15	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG	SG16	R20294	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Compliance Audit page to complete Compliance Audits for all schools in the Group
SG	SG17	R20295	School Group User/ Annual Submission Entry	A C/UC Locator School will be required to complete Checklist items for the Consolidated Financial Statements
SG	SG18	R20295	School Group User/ Annual Submission Entry	A C/UC Member School will be required to complete Checklist items for the Consolidated Financial Statements
SG	SG19	R20296	School Group User/ Annual Submission Entry	Each school in a C/UC School Group will have the ability to complete checklist items for their portion of the Compliance Audit
SG	SG20	R20297	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to complete Compliance Audit checklist items for all schools
SG	SG21	R20298	School Group User/ Annual Submission Entry	Only a Locator school in a C/UC School Group may upload a Consolidated Financial Statement
SG	SG22	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload a Compliance Audit for itself
SG	SG23	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload Compliance Audits for Member Schools by OPEID

Area	Condition ID	Requirement #	Event Description	Test Condition Description
SG	SG24	R20300	School Group User/ Annual Submission Entry	A Member school in a C/UC School Group will have the ability to upload its own Compliance Audit
SG	SG25	R20301	School Group User/ Annual Submission Entry	An Annual School Group Submission for a C/UC School Group will be submitted to ED once the Consolidated Financial Statement and all Compliance Audits (Locator&Member) have been submitted
SG	SG26	R20302	School Group User/ Annual Submission Entry	Once a C/UC Locator has submitted its Financial Statement and Compliance Audit, a notification will be posted on its Institution Home Page listing any Member Schools in the group who have not yet submitted a Compliance Audit
SG	SG27	R20303	School Group / System Functionality	A separate ACN will be assigned to each Compliance Audit in a C/UC School Group
SG	SG28	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/UC School Group upon login, and will display the appropriate submission pages
SG	SG29	R20304	School Group / System Functionality	The system will recognize an Institution as a Member of a C/UC School Group upon login and will display the appropriate submission pages
SG	SG30	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/C School Group upon login, and will display the appropriate submission pages
SG	SG31	R20305	School Group / System Functionality	C/UC Financial Statements will be routed to a Case Team/Co-Team Leader based on the Locator School's Team
SG	SG32	R20306	School Group / System Functionality	C/UC Compliance Audits will be routed to Case Teams/Co-Team Leader based on the School
SG	SG33	R20307	School Group / System Functionality	There will be no reference to School Groups on any Financial Statement Submission Pages for non-School Group users
SG	SG34	R20307	School Group / System Functionality	There will be no reference to School Groups on any Compliance Audit Submission Pages for non-School Group users
SG	SG35	R20308	School Group / System Functionality	For School Groups, Financial Statement Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG	SG36	R20308	School Group / System Functionality	For School Groups, Compliance Audit Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG	SG37	R20309	School Group / System Functionality	A Locator School will have an indicator on its Institution Home Page indicating that it is a Locator School
SG	SG38	R20310	School Group / System Functionality	For a Locator School, a grid will be displayed on the Submit Page containing all schools in the group, so that the Locator School may indicate which schools it is submitting for
SG	SG39	R20311	School Group / System Functionality	The system will display a notification on the Compliance Audit Info Page to inform a Locator School user which Compliance Audit record is active
SG	SG40	R20312	School Group / System Functionality	On the Compliance Audit Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG	SG41	R20312	School Group / System Functionality	On the Financial Statement Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG	SG42	R20313	School Group / System Functionality	On the Submit Page for School Groups, the grid that is displayed for a Locator School will include a "Select All" option
SG	SG43	R20314	School Group / System Functionality	Once a C/UC Member School has submitted its Compliance Audit, a notification will be posted on its Institution Home Page stating that their portion of the Annual Submission has been "completed"
SG	SG44	R20315	School Group / System Functionality	For a Locator School, the Annual Submission link will continue to be displayed on its Home Page until all Member School and Locator School Submissions have been submitted
SG	SG45	R20624	School Group / System Functionality	For Locator Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
SG	SG46	R20624	School Group / System Functionality	For Member Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
WORKFLOW	WF01	R20338	Workflow/Compliance Audit	As soon as a Compliance Audit record is marked "Complete" in QC then the system will immediately move that record from the QC queue to the Screener queue. This action will take place regardless of whether the corresponding Financial Statements have been QC'd.
WORKFLOW	WF02	R20339	Workflow/Financial Statement	The system will place Financial Statements into a holding area after being QC'd until the corresponding Compliance Audit(s) has had its findings coded.
WORKFLOW	WF03	R20339	Workflow/Co-Team Leader	The system will send a package containing the corresponding Financial Statement and Compliance Audit(s) to the Co-Team Leader. This submission will only occur after both the Compliance Audit(s) and Financial Statements have passed through Quality control.